
Appendix C - BNL Implementation Plan Action Items by Date

06-Aug-97

Date	Description	Action Item	Lead/s	Status
6/24/97	Conduct CH-Wide ES&H summit to discuss framework for reshaping CH ES&H management system.	3.1.A	CH Cherri Langenfeld	
6/24/97	BHG will obtain BNL worker and public input for proposal criteria for the new contract.	4.8.B	BHG Joe Dasilva	
7/3/97	Improve the training program for radiation control technicians.	5.3.A	BNL	
7/15/97	Obtain public input in planning for improved management of BNL.	2.8.A	ER Martha Krebs	
7/15/97	Approve and issue CH's Function, Responsibilities, & Authorities Manual.	3.2.A	CH Michael Flannigan	
7/25/97	Develop a plan for construction safety review under a DOE/EH mentor program.	5.3.B	BNL	

Date	Description	Action Item	Lead/s	Status
8/1/97	BHG will strengthen its involvement in the current FY99 ES&H Management Plan prioritization process.	4.4.A	BHG Larry Hinchliffe	
8/15/97	BHG will develop an agreement with the CH Manager to utilize CH and other technical resources to fulfill immediate BHG oversight resource deficiencies.	4.3.C	BHG Bob Desmarais	
8/15/97	BHG will develop and document a process for BHG oversight of the BNL ES&H Management Plan.	4.4.B	BHG Larry Hinchliffe	
8/15/97	Review FY 98/99 ES&H priorities.	5.4.B	BNL	
8/30/97	Improve the priority assessment system.	5.4.C	BNL	
8/31/97	Establish ER Associate Director for Laboratory Operations and ES&H.	2.2.A	ER Martha Krebs	

Date	Description	Action Item	Lead/s	Status
8/31/97	ES&H performance elements will be included in the annual performance appraisal criteria for all BHG personnel.	4.1.A	BHG Bob Gordon	
9/8/97	Conduct benchmarking for community participation.	3.8.B	CH Gary Pitchford	
9/15/97	Work with BHG and EPA staff on environmental reviews of BNL processes.	5.6.C	BNL	
9/30/97	Establish HQ-Brookhaven Management Council and agree upon FY98 and FY99 funding priorities.	2.2.C	ER Martha Krebs	
9/30/97	Establish FY1999 ES&H priorities within targets.	2.4.B	CR John Hubbard ER John Yates	
9/30/97	BHG will add ES&H responsibilities to all applicable BHG position descriptions.	4.2.A	BHG Bob Gordon	

Date	Description	Action Item	Lead/s	Status
9/30/97	BHG will identify clear ES&H roles and responsibilities for BHG positions and ensure that they complement the CH level II Functions Roles and Authorities Manual (FRAM).	4.2.C	BHG Bob Desmarais	
9/30/97	BHG will complete the hiring process for four previously identified critical positions.	4.3.B	BHG Caroline Polanish	
9/30/97	BHG will work with BNL to implement an Integrated Safety Management System.	4.5.A	BHG Bob Desmarais	
9/30/97	Enhance leadership at BNL with management changes and a new Leadership Council.	5.1.A	BNL	
9/30/97	Develop and implement the Management Systems Improvement Program (MSIP).	5.1.B	BNL	
10/7/97	BHG management will take aggressive action to assure that ES&H policies, programs, requirements and commitments are understood, accepted and implemented at BNL.	4.1.B	BHG Frank Crescenzo	

Date	Description	Action Item	Lead/s	Status
10/10/97	Improve the self-assessment program.	5.6.B	BNL	
10/15/97	BHG will make organizational changes to ensure clear definition of roles and responsibilities, accountability, sufficient staff, requisite technical skill mix and necessary infrastructure.	4.2.D	BHG Jim Yeck	
10/15/97	Incorporate analysis of data from the tracking and trending system into BHG management decisions.	4.6.B	BHG Larry Hinchliffe	
10/24/97	BHG will develop, document and implement an office-wide action/commitment tracking database system.	4.6.A	BHG Mark Parsons	
10/30/97	Provide training for BHG and BNL personnel for the development of Integrated Safety Management and Work Smart Standards.	2.3.B	ER Charles Billups	
10/31/97	Guide and monitor BNL's site-wide environmental vulnerability study.	4.4.C	BHG Caroline Polanish	

Date	Description	Action Item	Lead/s	Status
11/1/97	Revise CH position descriptions.	3.2.B	CH John Kennedy	
11/15/97	Develop programmatic and contractual operations performance measure and assessment criteria for BNL contract.	3.1.C	CH Steve Silberglie	
11/15/97	Manage the acquisition of a new contractor with clear expectations regarding operations.	3.8.A	CH Cherri Langenfeld	
11/15/97	BHG will develop a Management System that will outline procedures and strategies for ES&H elements.	4.2.B	BHG Bob Desmarais	
11/15/97	BHG will clearly specify its operations authorization responsibilities in the BHG ES&H Management System Plan.	4.7.A	BHG Bob Desmarais	
11/24/97	BHG will verify improvements to BNL's implementation of effective Conduct of Experiments program.	4.6.C	BHG Pepin Carolan	

Date	Description	Action Item	Lead/s	Status
11/28/97	BHG will issue a schedule for review of SARs for other BNL nuclear facilities and other hazards analysis documentation at BNL non-nuclear facilities and recommend revisions as necessary.	4.7.D	BHG Pete Kelley	
11/30/97	Establish direct reporting relationship from BHG to ER.	2.1.A	ER Martha Krebs	
11/30/97	Conduct an organizational culture survey at BNL to baseline management culture change.	4.1.D	BHG Frank Crescenzo	
12/15/97	BHG will implement the necessary changes into its oversight program to verify that ES&H requirements and policies are clearly understood, accepted and implemented at BNL.	4.5.B	BHG Bob Desmarais	
12/15/97	BHG will participate in a public participation initiative to determine stakeholder preferences for additional forums for public participation and make recommendations for implementation.	4.8.A	BHG Frank Crescenzo	
12/30/97	BHG will develop and implement a self-assessment plan to assess performance of ES&H management systems at BHG.	4.1.C	BHG Lloyd Nelson	

Date	Description	Action Item	Lead/s	Status
12/30/97	Expand participation in EPA Environmental Evaluation.	4.4.D	BHG Gerald Granzen	
12/30/97	Improve work planning processes related to electrical safety and identify gaps in other work planning processes.	5.6.A	BNL	
12/31/97	Establish ER corporate focus on ES&H and infrastructure.	2.2.B	ER Milt Johnson	
12/31/97	Provide training for ER program managers and staff to ensure that ES&H is given appropriate management attention.	2.3.A	ER Milt Johnson	
12/31/97	Develop process to track the execution of ES&H budgets across programs and funding mechanisms.	2.4.C	CR John Hubbard	
12/31/97	Ensure appropriate HQ authorization of operations at BNL.	2.7.A	ER Milt Johnson	

Date	Description	Action Item	Lead/s	Status
12/31/97	Identify and address management improvement opportunities at CH M&O and GOGO contractors.	3.1.B	CH Cherri Langenfeld	
12/31/97	Revise CH Operational Surveillance Program.	3.5.A	CH Michael Flannigan	
12/31/97	Participate in sharing of lessons learned from BNL's implementation of its Conduct of Experiments Program.	3.6.B	CH Michael Flannigan	
1/5/98	BHG will train and assign facility representatives, surveillance representatives and technical experts in accordance with the appropriate Departmental standards.	4.3.A	BHG Lloyd Nelson	
1/12/98	BHG will conduct a thorough review of the AGS and NSLS safety documentation to ensure that an adequate authorization basis exists.	4.7.B	BHG Pepin Carolan	
1/30/98	Obtain public input to the HFBR restart decision.	2.8.B	ER Martha Krebs	

Date	Description	Action Item	Lead/s	Status
3/30/98	Apply experience from development of BNL's revised Conduct of Experiments Program to other ER laboratories.	2.6.A	ER Charles Billups	
3/31/98	Conduct benchmarking study of management, budget, and business infrastructure systems.	2.1.D	ER Milt Johnson	
7/31/98	Expand the ES&H budget formulation and execution tracking processes to include all infrastructure elements.	2.4.D	CR John Hubbard	
8/30/98	Implement an improved commitment and corrective action tracking system.	5.4.A	BNL	
8/31/98	Ensure adequate funding for ES&H and infrastructure maintenance/improvement activities by strengthening the budget formulation and execution process.	2.4.A	CR John Hubbard	
9/15/98	Conduct quarterly reviews of BNL operations.	2.1.C	ER Martha Krebs	

Date	Description	Action Item	Lead/s	Status
9/30/98	Strengthen the communications infrastructure.	5.8.A	BNL	
11/30/98	Ensure appropriate identification of safety standards and requirements through participation in the Work Smart Standards process.	2.5.A	ER Charles Billups	
11/30/98	Develop the set of standards that are appropriate for the work conducted at BNL.	5.5.A	BNL	
12/31/98	Decide on the long term reporting relationship of BHG.	2.1.B	Secretary of Energy	
12/31/98	The Updated HFBR SAR will be reviewed.	4.7.C	BHG Mike Holland	
TBD	Ensure technical competence of workforce.	3.3.A	CH Michael Flannigan	